

State of Nevada
Board of Examiners for Social Workers
4600 Kietzke Lane - C-121
Reno, NV 89502
(775) 688-2555

Information for Licensure: CLINICAL SOCIAL WORKER or INDEPENDENT SOCIAL WORKER

PLEASE READ BEFORE COMPLETING APPLICATION

Each item on the enclosed application must be completed. Allow 30 days for processing of the application. Failure to provide any of the requested information will result in the application not being processed or being rejected as incomplete. The information provided will be used for identification and to determine qualification for licensure per Nevada Revised Statutes and Nevada Administrative Code, Chapter 641B, which authorizes collection of this information. **PURSUANT TO NRS 641B.500 IT IS UNLAWFUL FOR ANY PERSON TO REPRESENT HIMSELF AS A SOCIAL WORKER WITHOUT A LICENSE. PLEASE BE AWARE YOU MAY NOT ENGAGE IN THE PRACTICE OF SOCIAL WORK UNTIL YOU ARE LICENSED. TO DO SO COULD JEOPARDIZE YOUR LICENSE.**

General Qualifications

1. Applicant must be at least 21 years of age.
2. Applicant must be a United States citizen or must be lawfully entitled to remain and work in the United States. US citizens must submit a copy of their birth certificate or passport. (Hospital certificates are not acceptable). Naturalized citizens must forward a copy of their naturalization certificates. Aliens must submit a copy of documentation from the United States Immigration and Naturalization Service evidencing the lawful entitlement of the applicant to remain and work in the United States.
3. A current picture I.D. (such as a clear driver's license or passport) must be submitted with your application.
4. Copies of legal documents must be submitted verifying all name changes.
5. Applicant must possess a Master's degree in Social Work from a college or university accredited by the Council on Social Work Education or which is a candidate for such accreditation. Applicant must have the college or university from which he graduated forward directly to the Board a certified transcript of his educational coursework and the degree awarded. In addition to a transcript sent directly to the Board from his university, a graduate of a foreign social work program must also submit the appropriate forms and documentation to the Council on Social Work Education for evaluation of foreign credentials and have the Council on Social Work Education submit a letter to the Board verifying equivalency.
6. Applicant must pass an examination given by the Association of Social Work Boards (ASWB). A clinical social worker license requires the Clinical examination. An independent social worker license requires the Advanced examination. Examination packet will be sent after the application and all supporting documents have been received and reviewed. An applicant who has taken the ASWB examination in another state must have verification of examination results sent directly to the Board from the state for which examination was taken or from ASWB. (See state verification form enclosed.)
7. Applicant must request verification to be sent directly from each state in which he has been certified or licensed to practice social work. (The enclosed state verification form may be copied)

8. Clinical Social Work License - Applicant must complete 3,000 hours of postgraduate practice of clinical social work supervised by a licensed clinical social worker. At least 2,000 of these hours must be in the area of psychotherapeutic methods and techniques to persons, families and groups to help in the diagnosis and treatment of mental and emotional conditions.

Independent Social Work License - Applicant must complete 3,000 hours of advanced generalist practice of social work supervised by a licensed clinical social worker or a licensed independent (advanced generalist) social worker.

9. An applicant seeking reciprocity from another state must have verification of licensure sent directly to the Board from the issuing agency and must submit verification of completion of 3,000 hours of supervised, postgraduate social work from the licensing agency or social worker who supervised the work. The Board may grant a license to a person who holds a current license to engage in the practice of social work in another state if the requirements at the time the license was issued are substantially equivalent to the requirements in this state. An applicant who holds at least an equivalent license that is in good standing to provide social work services in another state may be licensed without taking the examination prescribed by the Board if the applicant has successfully passed the appropriate licensing examination approved by the Board within the preceding 10 years. Proof of the examination must be received by the Board before a license can be issued.. The applicant has the burden of proving that their hours meet the requirements.

Fee Schedule

ALL FEES MUST BE INCLUDED WITH THE NOTARIZED APPLICATION OR THE APPLICATION WILL NOT BE PROCESSED.

Fees may be paid by personal check, cashier's or certified check, or money order. A \$15.00 fee is assessed for all returned checks.

_____ \$ 40.00 - Application Fee (**Non-refundable**)

_____ 100.00 - Initial License Fee (must be included with application)

_____ 75.00 - Provisional License Fee (See Below)

_____ 100.00 - Reciprocal Fee (Applicants who apply for reciprocity must include application fee, initial license fee and reciprocal fee.)

_____ Total Fees

An application for licensure which is not completed within 1 year will be considered to have lapsed. The Board will not refund any fee related to an application which has lapsed.

PROVISIONAL LICENSE

A person who applies to take the ASWB Intermediate, Advanced or Clinical Examination and meets qualifications, except for passing the examination, may be granted a provisional license. The examination must be taken within 60 days after Board approval.

SPECIAL NOTE:

Please review the following information if you answered “yes” to any of questions 1 - 8 on the application. Applicants who answer “yes” to any of these questions may be required to appear before the Board if deemed necessary. Failure to provide this information will be grounds for denying the application. The use of deceit or fraud in applying for a license will be grounds for denying the application..

Reporting prior conviction(s) (Questions 1 and 2):

The Board considers each application on a case by case basis. The following information should be submitted with the application if you answer “yes” to questions 1 and 2.

1. A certified copy of the conviction and disposition of your case from the Court Clerk of the court in which convicted.
2. A letter from you describing the underlying circumstances of the conviction including the nature of the act(s) or crime(s) and the date(s) of the crime.
3. A letter from you describing rehabilitation efforts or changes you have made to prevent future problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure. The evidence of rehabilitation may include, but is not limited to:
 - a. A current psychiatric evaluation which addresses the problem and your suitability for licensure as a social worker.
 - b. Proof of completion of probation if it was required.
 - c. Letters of reference from employers, instructors, professional counselors, probation or parole officers on official letterhead.

The Board may request additional information as it deems necessary.

Reporting administrative actions (Questions 3 –6)

The Board considers each application on a case by case basis. The following information should be submitted with the application if you answer “yes” to questions 3 - 6.

1. A letter from you describing the circumstance of the incident.
2. A certified copy of the determination made by the licensing or professional entity.
3. If disciplinary action was imposed, the above document should include date and location of the incident, specific violation, date of disciplinary action, and sanctions or penalties imposed.
4. If disciplinary action was imposed, a letter from you describing rehabilitation efforts or changes you have made to prevent further problems. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure. The evidence of rehabilitation may include, but is not limited to:
 - a. A current psychiatric evaluation which addresses the problem and your suitability for licensure as a social worker.
 - b. Proof of completion of probation if it was required.
 - c. Letters of reference from employers, instructors, professional counselors, probation or parole officers on official letterhead.

The Board may request additional information as it deems necessary.

Other Questions 7 and 8

The Board considers each application on a case by case basis. The following information should be submitted with the application if you answer “yes” to questions 7 and 8

1. A letter from you outlining the circumstances. Further information may be requested.